
Chapter 03: Budget and Fiscal Records

General**B030101 Budget and Fiscal Program Files**

Description: Communications exchanged between the Department and overseas posts, or between supervisory and constituent posts regarding any aspect of budget and fiscal matters.

Disposition: Retain no less than 2 years or more than 5 years, depending on post operating needs.

DispAuthNo: NC1-84-79-3, item 1

B030102 Budget and Finance Report Files

Description: Copies of required reports and related correspondence, when maintained separately from the related budget estimate accounts or reports described in other items in this schedule.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-79-3, item 2

B030103 Budget Estimate Files

Description: Budget estimates and financial plans prepared by post for submission to the Department, including related instructions and communications.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-3, item 3

B030104a Foreign Affairs Administrative Support Files

Description: a. Estimates including background and supporting documents

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-3, item 4a

B030104b Foreign Affairs Administrative Support Files

Description: b. Copies of agreements between the Department and other agencies, and related correspondence.

Disposition: Destroy 3 years after the agreement is terminated.

DispAuthNo: NC1-84-79-3, item 4b

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Allotment Accounting**B030201a Allotment Accounting Records**

Description: a. Allotment Ledger (OF-255) and Distribution Ledger (FS-1016)

Disposition: Destroy 6 years and 3 months after the close of the fiscal year involved.

DispAuthNo: GRS 7, item 3

B030201b Allotment Accounting Records

Description: b. Posting and control media, subsidiary to the Allotment and Distribution Ledger for accounts that are closed.

Disposition: Destroy when 3 years old.

DispAuthNo: GRS 7, item 4a

B030202a Allotment Accounting Records

Description: a. Advice of Allotment.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-3, item 5a

B030202b Allotment Accounting Records

Description: b. Fund Control Ledger.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-3, item 5b

B030202c Allotment Accounting Records

Description: c. Status of Funds (RFC 60).

Disposition: Destroy upon receipt of next RFC 60 report, except destroy final for fiscal year when 10 years old.

DispAuthNo: NC1-84-79-3, item 5c

B030202d Allotment Accounting Records

Description: d. Status of Obligations (RFC 62).

Disposition: Destroy upon receipt of next RFC 62 report, except destroy final for fiscal year when 10 years old.

DispAuthNo: NC1-84-79-3, item 5d

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B030203 Monthly Fund Status Report (DS-1489) and Quarterly Expense Report (DS-1490)**Description:****Disposition:** Destroy 3 years after close of fiscal year involved.**DispAuthNo:** NN-162-20, item 6

B030204 Liquidation Transfer Journal Voucher (FS-477)**Description:****Disposition:** Destroy 3 years after close of fiscal year involved.**DispAuthNo:** NN-162-20, item 7

B030205 Obligation Document Files**Description:****Disposition:** Destroy liquidated obligations when 3 years old.**DispAuthNo:** NC1-84-79-3, item 6

B030206 Transmittal Files**Description:** Consists of RFC 80, Transcript of Documents Processed, and copy of transmittal.**Disposition:** Destroy closed transmittal file when 3 years old.**DispAuthNo:** NC1-84-79-3, item 7

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Cash Accounting**B030301 Department of State Administrative Accounts Files**

Description: Accounts dated from June 1, 1973 onward, consisting of an original SF-1221, supported by Triplicate (yellow copy) of form OF-233 Consular Cash Receipt and Records of Fees (See item 090226c), adding machine tapes of payroll voucher deductions, copy of adjustment voucher, copy OF-158 and one copy of the voucher with the original voucher support documents, if available.

Disposition: Retire to RSC when 3 years old. Destroy 6 years and 3 months after period covered by account.

DispAuthNo: GRS 6, item 1a

B030302 Certifying Officer's Working Files

Description: Copies of all disbursing vouchers and supporting documents submitted to RAMC for payment.

Disposition: Destroy when 1 year old.

DispAuthNo: GRS 6, item 1b

B030303 USDO Original Voucher Files

Description: Consists of signed copies of transportation vouchers; sheets marked with the voucher number, date, appropriation and amount in lieu of original 190522 voucher and originals of all other vouchers.

Disposition: Retire to RSC when 3 years old. Destroy 6 years and 3 months after period covered by account.

DispAuthNo: GRS 6, item 1a

B030304 Accountability Record (OF-209)

Description:

Disposition: Destroy 6 years and 3 months after period covered by account.

DispAuthNo: GRS 6, item 1a

B030305 USDO Checking Account Records

Description: Includes check issue records, i.e., copies of checks drawn on the U.S. Treasury, copies of checks drawn on foreign currency, check stubs, lists of check stubs, lists of checks tabulated by ADP; and copies of reconciliations of foreign currency accounts.

Disposition: Destroy 3 years after close of fiscal year involved.

DispAuthNo: NN-165-78, item 1

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B030306 Class B Cashier Checking Account Records

Description: Includes copies of checks drawn on a local depository and copies of local currency account reconciliations.

Disposition: Destroy 12 years after close of fiscal year involved.

DispAuthNo: NC1-84-79-3, item 15

B030307 Treasury Department Check Correspondence

Description: Correspondence and other records relating to the delivery and/or return of checks from the Treasury Department or a Disbursing Officer for the beneficiaries of various agencies of the United States Government abroad.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-162-20, item 18

B030308 Cashier Files - USDO

Description: Consists of a copy of the designation letter, memorandum covering increases or decreases and other correspondence pertaining to advance documents; notices of exception, card showing amount of cash advance.

Disposition: Destroy 3 years after cashier's appointment is revoked and account is settled.

DispAuthNo: NN-169-105, item 6

B030309 Record of Fees and Consular Cash Receipt

Description:

Disposition: Destroy when 3 years old or 2 years after audit by GAO, whichever occurs first.

DispAuthNo: NN-169-105, item 3

B030310 Bills of Lading

Description: Includes airway bills and related documents used in connection with the transportation of official supplies or personal effects.

Disposition: Destroy 6 years after period of the account.

DispAuthNo: GRS 9, item 1c

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B030311 Accommodation Exchange Transaction Records (DS-1694)

Description: For all exchange transactions for accommodation showing essential information on negotiable instruments accepted by the United States disbursing officer or cashier.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-3, item 10

B030312 Paid Voucher Card (RFC 134)

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-3, item 9

B030313 Suspense Deposit and Petty Account Deposit Records

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-3, item 11

B030314 Sub-Cashier Files

Description: Letter of designation and memorandums covering increases/decreases and other related correspondence.

Disposition: Destroy 3 years after appointment is revoked.

DispAuthNo: NC1-84-79-3, item 12

B030315 Cashiers Requests for Checks (RFC 355)

Description:

Disposition: Destroy when 3 months old.

DispAuthNo: NC1-84-79-3, item 14

B030316 Collection Records

Description: Includes OF-158, General Receipt, and SF-209, Accountability Record.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-3, item 16

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B030317 Lost Check Files

Description: Copies of TUS-2244, Undertaking of Indemnity-Substitute checks, Stop Payment Confirmation, and related correspondence.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-79-3, item 17

B030318 Tax Exemption Files

Description: Copies of checks, correspondence, diplomatic notes, invoices, receipts, vouchers, and other documentation on tax exemptions for goods and services supplied covering: allowable items, concessions, diplomatic personnel exemptions, duty free items, duty refunds, excise duties, exemptions, free release of goods from warehouses, immunities, personal exemptions, real estate exemptions, refunds, sales exemptions, taxes, tax exemptions, Value Added Tax (VAT), VAT free items, VAT refunds, and other related subjects.

Disposition: Destroy 6 years and 3 months after action is completed by host government.

DispAuthNo: N1-84-94-1, item 1

B030319 Statement of Cashiers Accountability (RFC 365)

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-3, item 13

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Payroll**B030401 Time and Attendance Payroll Records**

Description: Payroll processing office time and attendance input records in either paper or electronic form.

Disposition: Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 8

B030402 Personnel Fiscal Folders

Description: Individual files for each Foreign Service employee, including individual authorization cards, records of payroll allotments, personnel change slips, copies of personnel actions, records relating to tax withholding, savings bonds, insurance, retirement, power of attorney, and supporting documents used in the preparation and processing of payrolls and other payroll functions. EXCLUDES Pay and Allowance Cards (FS 358) and Pay Card for Local Employees (FS 487).

Disposition: Destroy 3 years after separation or transfer of employee.

DispAuthNo: NN-162-20, item 8

B030403 Quarterly Report of Wages Taxable under the Federal Insurance Contributions Act (TD 941a and 941c)

Description:

Disposition: Destroy when 4 years old.

DispAuthNo: GRS 2, item 13c

B030404 Annual Reconciliation of Payroll Deductions (FS-415)

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: NN-169-105, item 8

B030405 Transmittal and Summary Report to Carrier - Federal Employees Health Benefits Program (SF-2811)

Description: Reports and data used for agency workload and or personnel management purposes.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 2, item 22b

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B030406 Comprehensive Payroll (RFC 33)

Description: Copies received by posts serviced by Regional Data Processing Center Paris.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-169-105, item 10

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Regional Administrative Management Centers**B030501 Policy and Planning Files**

Description: Policy and planning correspondence and other documentation concerning organization, functions and systems development.

Disposition: Destroy when 25 years old.

DispAuthNo: NC1-84-79-4, item 1a

B030502 Operational and Administrative Files

Description: Operational and administrative correspondence, memorandums and other documentation concerning personnel, general services, security and other operational and administrative matters with the Department, Foreign Service posts and internally within the center.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-4, item 1b

B030503 Chronological Files

Description: Duplicate copies of correspondence.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-79-4, item 1c

B030504 History Files of Forms and Directives

Description:

Disposition: Destroy when 25 years old.

DispAuthNo: NC1-84-79-4, item 2

B030505 Status of Leave Reports for RAMC

Description:

Disposition: Destroy when superseded by a new record, except for final report for leave year.
Destroy final report when 4 years old.

DispAuthNo: NC1-84-79-4, item 3

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B030506 Unofficial Personnel Records

Description: Copies of documents maintained in the Official Personnel Folder.

Disposition: Destroy 6 months after transfer, resignation or retirement of employee.

DispAuthNo: NC1-84-79-4, item 4

B030507 Overtime Authorizations for RAMC personnel

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-4, item 6

B030508 Monthly Report of Accounting Transactions by Agency and Post

Description:

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-79-4, item 7

B030509 RAMC Administrative Operations Records

Description: Includes travel orders, requisitions for printing, supplies, etc.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-4, item 8

B030510 RAMC Allotment Accounting and Funds Management Records

Description: Includes purchase orders, paid voucher card, Status of Obligations, Status of Funds, financial plans, budget estimates, and other records concerned with management of accounts and funds for RAMC.

Disposition: Destroy when 3 years old, except Status of Funds and Status of Obligations Reports. Destroy final for fiscal year when 10 years old and all other copies upon receipt of next report.

DispAuthNo: NC1-84-79-4, item 9

B030511a Correspondence and Research Files

Description: a. Post correspondence concerning all aspects of RAMC operations.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-84-79-4, item 10a

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B030511b Correspondence and Research Files

Description: b. Agency correspondence regarding all operational and procedural matters concerning the Department and other agencies.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-79-4, item 10b

B030512 Department of State Administrative Accounts and D.O. Original Voucher Files

Description: Consists of original SF-1221 supported by triplicate copy OF-233 for fee collections; adding machine tapes of payroll voucher deductions; copy of adjustment voucher for appropriate adjustment; copy OF-158 for cash collection other than fees and sheets marked with the voucher number, date, appropriation number, date, appropriation, and amount in lieu of original 190522 voucher and originals of all other vouchers.

Disposition: Retire to RSC when 3 years or destroy at post when 6 years and 3 months old.

DispAuthNo: NC1-84-79-4, item 11

B030513 Cash Accountability Records

Description: Copies of SF-1221, Statement of Transactions, SF-1218, Statement of Accountability, and related correspondence.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-79-4, item 13

B030514 Transcript of Documents Processed (RFC 80)

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-4, item 14

B030515 Reserved for future use

Description:

Disposition:

DispAuthNo:

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B030516 Currency Purchase Bank Files

Description: Correspondence and documents including RFC 239, Record of Currency Purchased, Transmittal Letter sending checks to bank, and selected information regarding transfer

Disposition: Destroy 3 years after account is closed.

DispAuthNo: NC1-84-79-4, item 16

B030517 Bonds Issuance and Redemption Control and Reports

Description:

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-79-4, item 17

B030518 Stop Payment Files

Description: Correspondence and reports concerning stop payment actions on U.S. Treasury checks.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-79-4, item 18

B030519 Lost Treasury Check Files

Description: Correspondence and reports concerning lost U.S. Treasury checks.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-79-4, item 19

B030520 Lost Local Currency Check Files

Description:

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-79-4, item 20

B030521 Bank Reconciliation Records

Description: FS-440, Statement of Depository Account and Report of Checks Drawn, including deposit slips, bank statements, coding slips, schedule of canceled or undelivered checks (SF-1098), and related correspondence.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-4, item 21

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B030522 Uncurrent Local Currency Check Files

Description: Includes documentation concerning noncurrent checks, correspondence concerning stop payment, and related receipts.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-84-79-4, item 22

B030523 Bank Charges Files

Description: OF-206, supporting adding machine tapes, code slips, and debit slips, or equivalent from bank.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-4, item 23

B030524 Cashiers File - USDO

Description: Includes copy of designation letter, memorandum covering increases or decreases, and other correspondence pertaining to advance documents; notices of exception; and card showing cash advances.

Disposition: Destroy 3 years after appointment is revoked and account is settled.

DispAuthNo: NC1-84-79-4, item 24

B030525 Class B Cashier Checking Account Records

Description: Includes copies of checks drawn on a local depository and copies of local currency account reconciliations.

Disposition: Destroy when 12 years old.

DispAuthNo: NC1-84-79-4, item 25

B030526 Status of Cashiers Accountability (RFC 365)

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-4, item 26

B030527 Exchange Vouchers, OF-176

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-79-4, item 27

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B030528 Personnel Fiscal Folder - U.S. Government Employees

Description: Includes Authority to Pay; coding sheets; P/R Change Slips; Notification of Arrivals and Departures; Foreign Allowance Application, Grant, and Reports (SF-1190); and records relating to tax withholding, savings bonds, insurance, retirement, etc.

Disposition: Destroy 3 years after separation or transfer of employee.

DispAuthNo: NC1-84-79-4, item 28

B030529 Personnel Fiscal Folder - Local Employees

Description: Includes correspondence with employee, Pay Record, Earnings Statement, P/R Change Slips, Notification of Personnel Action, Pay Change Record, Allotment of Pay, etc.

Disposition: Destroy 3 years after separation or transfer of employee.

DispAuthNo: NCI-84-79-4, item 29

B030530 Bond Issuance Schedules (RFC 38)

Description:

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-79-4, item 30

B030531 Payroll Control Files

Description: Include copies of TATEL, vouchers and schedules of payment, payroll for personal services, payroll changes slips, personnel actions and other supporting documents used in connection with the pay card.

Disposition: Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: NC1-84-79-4, item 31

B030532 Time and Attendance Input Records

Description: Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.

Disposition: Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 8

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B030533 Reconciliation/Summary of Earnings and Deductions Year-To-Date**Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** NC1-84-79-4, item 33

B030534 FICA Reports**Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** NCI-84-79-4, item 34

B030535 Leave and Home Leave Computation Control**Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** NC1-84-79-4, item 35

B030536 Reserved for future use**Description:****Disposition:****DispAuthNo:**

B030537 Carrier Reports (SF-2809, 2810, and 2811)**Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** NC1-84-79-4, item 37

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Financial Management Centers (FMCs)**B030601 Statement of Accountability (SF-1218)**

Description: Summary of USDO's accountability.

Disposition: Destroy 6 years and 3 months after period covered.

DispAuthNo: GRS 6, item 1a

B030602 Statement of Transactions - Collections and Disbursements (SF-1221)

Description:

Disposition: Destroy 6 years and 3 months after period covered.

DispAuthNo: GRS 6, item 1a

**B030603 Foreign Currency Statement of Transactions and Accounts Payment (SF-488) -
If post has FTs**

Description:

Disposition: Destroy 6 years and 3 months after period covered.

DispAuthNo: GRS 6, item 1a

B030604 Payment and Collections Transfer Register

Description: Finman produced report which identifies disbursements or collections effected in Washington for the current accounting period and charged against post held funds.

Disposition: Destroy 6 years and 3 months after the close of the FY involved.

DispAuthNo: GRS 6, item 1a

B030605 Recapitulation of Block Control

Description: Check Issue Listing (Detail Control Report).

Disposition: Destroy 6 years and 3 months after period covered by the account.

DispAuthNo: GRS 6, item 1a

B030606 Analysis of Balance Due U.S. (FS-467)

Description: Details of cash location, how much in each bank and with cashiers.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-84-89-2, item 6

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B030607 Year-End Status of Fund Report

Description: Previous month-end FMC 60 may be destroyed once current month FMC 60 is produced. The September FMC 60, cumulative for the fiscal year, must be retained for 5 years (FMC 60)

Disposition: Destroy upon receipt of next FMC 60 report, except destroy final (Sept. FMC 60) when 5 years old.

DispAuthNo: N1-84-89-2, item 7

B030608 Year-End Status of Obligations Report (FMC 62)

Description:

Disposition: Destroy upon receipt of next FMC 62 report, except destroy final (Sept. FMC 62) when 5 years old.

DispAuthNo: N1-84-89-2, item 8

B030609 List of Vendors Paid

Description:

Disposition: Destroy when 5 years old.

DispAuthNo: N1-84-89-2, item 9

B030610 Original Vouchers for USDO Transaction Files

Description: For all agencies except 19-02 and transportation vouchers.

Disposition: Destroy 6 years and 3 months after period covered by account.

DispAuthNo: GRS 6, item 1a

B030611 Original Supporting Documents for the Budget and Fiscal Administrative Voucher Files - except 19-02 and transportation

Description:

Disposition: Destroy 6 years and 3 months after period covered by account.

DispAuthNo: GRS 6, item 1a

B030612 Summary of Exchange Transactions

Description:

Disposition: Destroy 6 years and 3 months after period covered by account.

DispAuthNo: GRS 6, item 1a

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B030613 List of Vouchers Processed**Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** N1-84-89-2, item 13

B030614 List of Transportation Vouchers**Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** N1-84-89-2, item 14

B030615 Summary of Cashier and Detail of Cashier Activity**Description:****Disposition:** Destroy 6 years and 3 months after period covered by account.**DispAuthNo:** GRS 6, item 1a

B030616 Listing of Purged Batch I.D.**Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** N1-84-89-2, item 16

B030617 Report of Disbursement by Allotment - U.S.E.**Description:** Serviced agency disbursements and collections by allotment (FS-478).**Disposition:** Destroy 6 years and 3 months after period covered by account.**DispAuthNo:** GRS 6, item 1a

B030618 Accountability "close and roll" Report**Description:****Disposition:** Destroy when 3 months old.**DispAuthNo:** N1-84-89-2, item 18

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B030619 Interface Control and Tape Dump Reports

Description:

Disposition: Destroy when 3 months old.

DispAuthNo: N1-84-89-2, item 19
